

Activity Exemplar: Complete a Statement of Work (SoW)

Here is a completed exemplar along with an explanation of how the exemplar fulfills the expectations for the activity.

Completed Exemplar

To use the exemplar for this course item, click the link below and select “Use Template.”



Note: This SOW is an example intended to be used only for this exercise. It should not be relied on as a legal document.

Link to exemplar: [Statement of Work \(SoW\)](#)

OR

If you don’t have a Google account, you can download the exemplar directly from the attachment below.



Activity Exemplar - Statement of Work
DOCX File



Assessment of Exemplar

Compare the exemplar to your completed SOW. Review your work using each of the criteria in the exemplar. What did you do well? Where can you improve? Use your answers to these questions to guide you as you continue to progress through the course.

Let’s review the completed SoW:

- There is a clear and concise purpose statement for the internal stakeholders and the vendor to review.
- The list of in-scope items is clear and specific.
- The list of out-of-scope items sets expectations up front, acting as a single source of truth for the project’s boundaries. So, for example, if Office Green wanted the vendor to continue training employees beyond the contract, they would need to submit a change request.
- The deliverables are clear and specific.
- The major milestones serve as checkpoints for the project’s progress. The milestones represent the agreed-upon deliverables that the vendor must meet to receive payment.
- The estimated hours to completion match the duration of the contract.
- The estimated completion date is ten business days from the contract start date.
- The payment terms are laid out clearly.

Mark as completed

